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JUL
1959

MEMORANDUM FOR: SALARY AND WAGE DIVISION, OFFICE OF PERSONNEL

THROUGH : (a) Special Support Assistant/DDS
(b) Office of the Comptroller

SUBJECT : Reallocation of Positions

1. It is requested that a duty statement be furnished to the Salary and Wage Division for the reallocation of the positions listed below:

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[redacted]
Fiscal Accounting Assistant GS-9 to GS-12, position
Number BEF-1098.

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This reallocation is desired to provide the [redacted] a
Certifying Officer and a well rounded Finance Officer for [redacted]
In addition, this will enable the present Administrative Officer
to devote more time to general support functions and support planning.

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[redacted]
Auditor GS-9 to GS-11, BEF-564.

This reallocation will enable the [redacted] function to be able to
get a better qualified and more experienced Auditor in the [redacted]
[redacted] area. The reallocation of this position
will conform to the auditor functions and grade of the [redacted]
operations in [redacted]

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2. Your cooperation in this matter is greatly appreciated.

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[redacted]
Chief
Near East and
South Asia Division

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JUN 1959

MEMORANDUM FOR: Chief, Management Staff

SUBJECT:

Establishment of Fiscal Accounting Assistant,
GS-7 Position, [REDACTED]

REFERENCES:

- a. Memo to WFT/S from C/NE, dtd 23 June 59, same subject
- b. Memo to SSA-DD/S from Comptroller, dtd 25 June 59, subject: Internal Adjustment of SF Ceiling Within DD/P

1. On 30 June 1959 the Deputy Director (Plans) approved the request of NE Division for the establishment of a Fiscal Accounting Assistant position as described in reference a., attached. Staff ceiling for this position has been transferred from the PP Staff to the NE Division as indicated in reference b., attached.

2. It is requested that subject position be established as early as possible.

[REDACTED]
Special Support Assistant/DDS

[REDACTED] authority and responsibility
of positions and organizational
determination by the Salary

[REDACTED]
Chief, O&M Staff, DD/P Area

Distribution:

- 0 - D/Pers.
- 1 - Compt ✓
- 1 - SSA
- 1 - NE
- 1 - Mgmt

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This request is authorized within the authority and responsibility of the Management Staff as to numbers of positions and organizational implications, if any, subject to final determination by the Salary and Wage Division, Office of Personnel.


Chief, O&M Staff, DD/P Area

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25 JUN 1959

MEMORANDUM FOR: Special Support Assistant to the Deputy Director
(Support)

SUBJECT : Internal Adjustment of SF Ceiling Within DD/P

REFERENCES : a. Para. 3.a. of [] "Procedures for Ceiling
and Position Authorization" dtd 14 Nov 58
b. Memo dtd 27 May 59 to Compt fr DD/S, subj: Establish-
ment of Personnel Ceiling for SF Career Service
c. IN 47809 fr [] dtd 22 Apr 59
d. OUT 98798 t [] dtd 29 Apr 59
e. IN 13746 fr [] dtd 7 May 59
f. OUT 54196 t [] dtd 14 May 59
g. Memo dtd 23 Jun 59 to Mgmt Stf via SSA/DDS fr C/NE,
subj: Establishment of Fiscal Accounting Assistant,
GS-7 Position, []

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1. In accordance with above references, it is requested that appropriate action be initiated to effect the following internal adjustment in the SF Career Service Ceiling within the DD/P complex. This is necessary in order to establish a new Finance Assistant position at the []

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Delete - 1 GS-7 Fiscal Accounting Assistant, M 336.* - PP Staff

This position is being abolished due to reduction in workload and the incumbent is being transferred to NE Headquarters. This position is included in SF Career Ceiling - Reference b.

Add - 1 GS-7 Finance Assistant, [], NE Division

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[] GS-8, is being processed for this position. A GS-9 position was requested. However, we have been advised by Salary and Wage Division that this job is now only GS-7. An attempt will be made to furnish adequate job information to support a GS-9 position after arrival of Mr. []

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2. Your prompt attention to this matter will be appreciated.

FOIAB3B

E. R. SAUNDERS
Comptroller

RIJ:epr Distribution:
O&l - Addressee ✓ 1 - Signer

23 JUN
1959

25X1

MEMORANDUM FOR: Management Staff

VIA : SSA/DDS

SUBJECT : Establishment of Fiscal Accounting
Assistant, GS-7 Position, [redacted] 25X1

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1. It is requested that a Fiscal Accounting Assistant, GS-7 position be established in the [redacted] 25X1
[redacted] The positions service designation is to be SF.

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2. The need of a Fiscal Accounting Assistant, GS-7, was cabled to Headquarters by Chief, NE Support Staff while on his current TDY and his discussion with the Chief of Station, [redacted] 25X1
This requirement was further discussed with [redacted] Acting Chief, Finance Division and [redacted] Chief Accounts Branch, Finance Division and representatives of the Management Staff, Salary and Wage Division and the NE Personnel Officer on 28 April 1959, and it was determined there was a need for fiscal assistance in [redacted] 25X1

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3. Although the cabled request was for a GS-9 Fiscal Accounting Assistant, information available precluded a GS-9 allocation. Accordingly the [redacted] was notified that the position to be established will be GS-7 until a full description of duties are received and evaluated. 25X1


4. The Office of the Comptroller will furnish the ceiling to accommodate this position. Funds are available to provide for this position.

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5. An employee from the Office of Comptroller has been selected with a departure date of 1 July 1959, to fill this requirement. Your cooperation in handling this request on an expedite basis will be greatly appreciated.

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Chief
Near East and
South Asia Division

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